



Roydon Parish Council

<https://roydon-southnorfolk-pc.gov.uk>

Minutes of the Parish Council Meeting of Roydon Parish Council which will be held at the Parish Room at St Remigius Church, Roydon on Tuesday 27th January 2026 at 7.00pm

Councillors Present - Trevor Ault (Chair), Keith Best (Vice Chair), Stephen Finch, Angela Brown, Paul Curson, Andrew Daniels, Jane Jennifer, George Waterman

In Attendance – Emma Chandler (Parish Clerk)

Public – District Councillors Graham Minshull and Kieran Murphy and 7 members of the public

1. Welcome

Cllr Ault welcomed everyone to the meeting

2. To receive and consider accepting apologies from members unable to attend.

Apologies were received from Cllr Dalglish due to illness.

Apologies were received from County Councillor Kiddie due to illness

Apologies were unanimously accepted

3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

Interested were declared by Councillors Brown and Daniels for item 9.

4. Public Forum: To receive County & District Councillors reports and the opportunity for issues to be raised or questions asked.

District Councillor Minshull reiterated the apologies from County Councillor Kiddie and confirmed that Councillor Kiddie had stood down from the County Council. He expressed thanks to everyone for their support during Councillor Kiddie's term of office. He advised that County Councillor Wilby would be standing in until a replacement had been elected.

Councillor Minshull also reported that the forthcoming local elections had been cancelled and would now take place in 2027. The newly elected council would then operate as a shadow authority alongside the existing council until 2028. He further noted that, due to Councillor Kiddie's resignation, an election would still be held this year for the Diss and Roydon division to elect a new County Councillor.

Councillor Minshull provided a summary of his work during 2025, reporting that he dealt with 156 cases over the year, averaging three per week. These ranged from straightforward matters, such as missed bin collections, to more complex issues including cases of domestic violence. He also achieved an 86% attendance rate at meetings and covered an additional 20 meetings on behalf of other councillors throughout the year.

A member of the public enquired about progress on the Bus Station project. Cllr Minshull reported that Morrisons had agreed to the use of the land and that plans had been prepared and were ready to be submitted for planning permission. In response to a question regarding the poor lighting at the existing bus station, Cllr Minshull advised that no improvements were planned due to the high cost of remedial works, but confirmed that the issue would be resolved as part of the new bus station development.

Councillor Best requested an update on the Leisure Centre Development. Councillor Minshull reported that the plans were expected to be submitted to the Planning Department this month for consideration. Subject to approval, work was anticipated to commence in April, with the aim of opening the facility by April 2027.

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He outlined that the development would include a café with outdoor seating overlooking the Mere, a music and entertainment area, an indoor soft play zone, a large open hall, and an upstairs health and fitness studio.

Councillor Finch inquired about the new Doctors Surgery.

Councillor Minshull informed that this would not be going ahead as the existing Doctors had tuned down the offer of a new surgery.

Councillor Waterman inquired what the proposed surgery land would now be used for?

Councillor Minshull informed that they were looking at options but they were now running out of time to introduce new large projects

Councillor Daniels inquired why Denny Homes are not used in the same way as Clare House.

Councillor Minshull informed that they were owned by Saffron Housing and were not suitable for the same needs.

District Councillor Murphy informed that a by election had taken place in Wymondham following the sudden passing of the District Councillor but that following the election there would be no changes to how SNDC operates.

One member of the public gave insight into how the next stage of the Norwich to Tilbury Pylon Project would progress and urged the Council to champion the Waveney Valley alternative for undergrounding. He suggested that the Parish Council should register for the Norfolk open meeting on the 12th February encouraging everyone to speak at the meeting.

Cllr Curson expressed his disapproval of the recent comments made by the President of the United States about our Armed Forces in Afghanistan. In light of the Parish Council's commitment under the Armed Forces Covenant, he wished to reaffirm the Council's support for all those affected. Members present unanimously endorsed this sentiment.

Cllr Brown asked if the clerk could chase Mr Crerar regarding the cutting back of the trees at the Allotments and for the full clothing recycling bin to be reported..

5. Approval of the minutes of the Parish Council meeting held on

a) Tuesday 16th December 2025

Minutes were unanimously agreed and signed and dated by the Chair

6. Matters arising - To note progress on decisions made at the last meeting

No matters arising

7. Financial Matters and Banking

a) To note the Bank Balances and Bank Reconciliation as of 31st December 2025

Noted

b) To note the Bank Balances and Bank Reconciliation as of 18th January 2026

Noted

c) Receipts and payments to be noted/authorised for December 2025 and January 2026

Noted and authorised

d) To receive the third quarter financial report

Received and noted and signed by Councillor Waterman

8. To consider and discuss the information circulated by the Clerk regarding the National Grid Norwich to Tilbury Project.

a) To discuss the strategy and how the council would like to make representation

Councillor Ault provided a brief background to the item, noting that written submissions carry equal weight to oral submissions. Following a lengthy discussion regarding the focus of the oral submission, it was agreed that it should concentrate on the theme of Community Encirclement, identified as Roydon's distinctive factor.

b) To agree for the clerk to register for the Preliminary meeting and subsequent hearings.

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It was agreed for the Clerk to register for the Open Floor Hearing for Norfolk on the 12th February. It was further agreed that a working party consisting of Councillors Finch, Jennifer, Best and Curson would work on a written document that can be read at the open meeting during the allocated slot.

Action – Parish Clerk and Working Party

9. **To receive an update on the Village Hall Land Registry from Cllr Ault and agree next steps**
Councillor Ault gave a brief summary of the document previously circulated to councillors, which outlined three options regarding the Village Hall land registry position: to instruct a solicitor to apply for the necessary Land Registry amendments, to attempt to complete the process in-house, or to take no further action on the basis that existing documentation already clearly records the Council as Custodian Trustee of the Village Hall. Following extensive discussion, it was agreed that Councillor Ault would contact three firms of solicitors to obtain quotations for the required work and present these to the next meeting.

Action – Councillor Ault

10. **To discuss and agree if the Parish Council requires Street Lighting on the Roydon portion of the Norfolk Homes development on Shelfanger Road.**

Following discussion regarding the possibility of the County Council installing additional lighting along the B road adjacent to the development, it was agreed that Cllr. Waterman would attend the Diss Town Council meeting the following evening to request that, should the Town Council support the proposal and the developer fund the installation, the Parish Council's preference would be for warm-toned lighting rather than bright white lighting. It was further agreed that the matter could be revisited at the next meeting.

Action – Councillor Waterman

11. **To receive an update from the Clerk on the repair of the street lamp on Factory Lane.**

The Clerk informed the Council that the repair that they had previously authorised was only for the main light and not the lamp. This would now cost a further £338.36 + VAT. It was unanimously agreed for the Clerk to proceed with the work

Action – Parish Clerk

12. Policies

- a) **To received, review and approve the IT Policy (New)**
Unanimously agreed
- b) **To review and approve the GDPR Policy**
Unanimously agreed
- c) **To review and approve the Risk Management Policy**
Unanimously agreed
- d) **To review and approve the Brewers Green Terms of Reference**
Unanimously agreed

13. **To agree for the Clerk to appoint Mr T Brown for the 25-26 internal audit.**

Unanimously agreed

Action – Parish Clerk

14. **To receive an update from the DDNP Monitoring and Review Group representative.**

Councillor Curson informed the Parish Council of the following:

The Group reviewed whether current circumstances justify a formal review of the DDNP. It was noted that the Plan, adopted in October 2023, continues to form part of the statutory Development Plan, carrying weight in planning decisions. Discussion covered discrepancies between Brome & Oakley's DDNP housing allocation (12) and the emerging Mid Suffolk Local Plan (around 70), differences in Local Plan progress between South Norfolk and Mid Suffolk, and the cessation of national grant funding. The Group agreed not to commence a formal review until both District Councils provide clearer information on Local Plan progress. A single-issue review

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for Brome & Oakley remains an option, subject to further guidance. Informal contact will be made with the planning authorities to clarify timelines and housing expectations.

Councillor Minshull confirmed that the numbers would not be confirmed for South Norfolk for 30 months due to changes at Government level.

15. To receive feedback from the grass cutting working group and agree next steps.

After debate it was agreed not to pursue at present but maintain and grow the database that has been collated to date.

The Clerk was asked to find out the terms and conditions of the contract with Mr Crerar.

Action- Parish Clerk

16. To receive an update on the Factory Lane triangle hedges and agree next steps.

The Clerk reported that the hedges along Factory Lane would be cut by the County Council as all necessary procedures had been completed. Councillor Jennifer expressed disappointment that the Brewers Green side of the triangle would not be included in the works, noting that vegetation in this area encroaches further into the road near the Football Club. Councillor Brown inquired about Footpath 18, which forms part of the triangle, and clarification was sought regarding responsibility for its maintenance. The Clerk agreed to contact the Highways Team to request that this additional work be carried out concurrently.

Action – Parish Clerk

17. To receive information on the marked trees on Swamp Lane and agree next steps

The Clerk informed that confirmation had been received from the Highways team that the trees that had been marked on Swamp lane would be felled by the County Council.

18. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda

Litter Pick 7th February 2026

19. Date & Time of Next Meetings: To confirm the date of Tuesday 24th February 2026 for the Parish Council meeting.

Unanimously agreed

Signed *T. Ault*

Dated 24th February 2026

Emma Chandler, Parish Clerk & RFO
Email clerk@roydon-southnorfolk-pc.gov.uk

Bank account Balances @ 31/12/2025			
Business Current Account		15,376.59	
Business Savings Account		32,081.28	
Total Balances			£47,457.87
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£23,873.62	£26,606.64	
Accounts Receipts Ledger YTD Income	£36,649.57	£37,282.40	
Expenditure			
Town and Country Printers		£174.00	
Sandy Lane Nursery		£151.20	
Sandy Lane Nursery		£276.00	
TT Jones Electrical LTD		£594.00	
JM Crerar		£400.00	
Town and Country Printers		£174.00	
TT Jones Electrical LTD		£58.76	
HMRC		£127.20	
E. Chandler		£528.93	
SSE		£125.59	
Service Charge November		£6.00	
Service Charge December		£6.00	
SSE		£111.34	
Total		£2,733.02	
Income November 2025/December 2025			
CC Grant for Trees		£276.00	
Allotments Cheques		£163.00	
Allotment Plot 10 North		£18.00	
Account Interest		£175.83	
Total		£632.83	
Unprocessed Payments			
		£0.00	
Income Less Expenditure at 17/10/2025			£47,457.87

Signed P. Curson

Date 27th January 2026

Bank account Balances @ 18/01/2025			
Business Current Account		15,376.59	
Business Savings Account		32,081.28	
Total Balances			£47,457.87
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£26,606.64	£27,789.23	
Accounts Receipts Ledger YTD Income	£37,282.40	£37,282.40	
Expenditure			
Total		£0.00	
Income November 2025/December 2025			
Total		£0.00	
Unprocessed Payments			
BACS 57		£39.99	
BACS 58		£171.94	
BACS 59		£140.53	
BACS 60		£528.93	
BACS 61		£127.20	
BACS 62		£174.00	
		£1,182.59	
Income Less Expenditure at 17/10/2025			£46,275.28

Signed P. Curson

Date 27th January 2026

Payments List as at 13th December 2025					
Date	Payee	Service	Gross	Net	VAT
18/12/2025	Town and Country Printers	October RRU	£174.00	£174.00	£0.00
24/12/2025	Sandy Lane Nursery	War Memorial Hedging	£151.20	£126.00	£25.20
24/12/2025	Sandy Lane Nursery	Tree Grant Expenditure	£276.00	£230.00	£46.00
24/12/2025	TT Jones Electrical LTD	5 year electrical test	£594.00	£495.00	£99.00
24/12/2025	JM Crerar	Grounds Maintenance	£400.00	£400.00	£0.00
24/12/2025	Town and Country Printers	November RRU	£174.00	£174.00	£0.00
24/12/2025	TT Jones Electrical LTD	Jan-March 2026	£58.76	£48.97	£9.79
24/12/2025	HMRC	PAYE	£127.20	£127.20	£0.00
24/12/2025	E. Chandler	Clerk Salary	£528.93	£528.93	£0.00
Totals			£2,484.09	£2,304.10	£179.99
Checked by RFO 13th December 2025 Signed E. Chandler					

Payments List as at 18th January 2025					
Date	Payee	Service	Gross	Net	VAT
28/01/2025	E Chandler	Expenses (Norton Subscription)	£39.99	£33.32	£6.67
28/01/2026	Glasdon	Litter Bin Purchase	£171.94	£130.78	£28.66
28/01/2026	Wave	Water Bill	£140.53	£0.00	£0.00
28/01/2026	E Chandler	Clerk Salary	£528.93	£528.93	£0.00
28/01/2026	HMRC	PAYE	£127.20	£127.20	£0.00
Totals			£1,008.59	£820.23	£35.33
Checked by RFO 18th January 2026			Signed	<u>E. Chandler</u>	

BUDGET 2025-2026		Spend to 31 December 2025	% Budget Spent
Allotments	£0.00	£68.00	#DIV/0!
Auditors	£535.00	£510.00	95.33
CIL	£540.53	£268.09	49.60
Clerks Employment Costs	£8,425.00	£5,905.19	70.09
Expenses	£150.00	£0.00	0.00
Grants	£0.00	£1,030.00	#DIV/0!
Grounds maintenance	£8,000.00	£5,520.00	69.00
Insurance	£700.00	£409.82	58.55
Dog Bins	£1,000.00	£973.00	97.30
Loan Repayments	£4,234.22	£4,234.22	100.00
Other	£2,359.00	£1,122.00	47.56
S137	£1,500.00	£139.00	9.27
Streetlight maintenance	£730.00	£681.64	93.38
Streetlight replacement	£1,000.00	£2,138.05	213.81
Subscriptions	£700.00	£296.29	42.33
Utilities	£1,700.00	£911.41	53.61
Village Hall / Parish Room	£249.89	£105.00	42.02
	£31,283.11	£24,311.71	77.72
Checked	Signed <i>G Waterman</i> 27th January 2026		